

*The Continuing Legal Education program offers an inside view of the functioning of the Clerk's Office, Arbitration Department, and Family Court Services. Participants will learn the essentials about processing their cases through the court. We are pleased to be able to offer this program. We welcome your ideas for improvements in the operations that you will learn about.*

*Sincerely,*

**Richard Eadie**  
Presiding Judge

*The Department of Judicial Administration (DJA) offers this Continuing Legal Education course believing that through this program DJA also benefits. The opportunity for staff to interact with attorneys and legal staff, to share knowledge and listen to questions and suggestions, has strengthened the spirit of cooperation and increased communication between the Clerk and the legal community. It has resulted in many procedural changes that benefit all of us. It is in this spirit that the entire staff of DJA welcomes you to this program and encourages you to share your comments and suggestions as you learn about the department.*

*Sincerely,*

**Barbara Miner**  
Superior Court Clerk

## GENERAL INFORMATION

- ♦ The Clerk's Office CLE is accredited by the Washington State Bar Association's Continuing Legal Education program. Up to 10 CLE credits may be earned.
- ♦ The course is open to non-attorney legal staff on a space-available basis.
- ♦ All instruction occurs in the King County Courthouse, 516 Third Avenue (at James Street), downtown Seattle.
- ♦ The Clerk's Office CLE course takes place on the 1st and 2nd Tuesdays of every other month (February, April, June, August, October, and December).
- ♦ The CLE is a 2-day course with 5 hours of instruction on each day, totaling 10 hours of participation.
- ♦ Sessions are held between 9 a.m. and 3:30 p.m. (with 1½ hours of break time).
- ♦ Attorneys have priority for enrollment—to guarantee a place in the course they must pay the \$100 tuition fee by the deadline announced by the CLE Coordinator, about two weeks before the CLE begins.
- ♦ Non-attorney legal staff who have been wait listed are enrolled after the deadline on a space-available basis.
- ♦ **Register in advance:** Send name, Bar Number (if attorney), and contact information (e-mail, mailing address, telephone) to the CLE Coordinator at [roger.winters@metrokc.gov](mailto:roger.winters@metrokc.gov) or call Roger Winters at (206) 296-7838.



**KING  
COUNTY**



**Department of Judicial  
Administration**

# CLE

## CONTINUING LEGAL EDUCATION

- A course of instruction at the King County Courthouse, downtown Seattle
- Held every other month (February, April, June, August, October, and December) on 1st and 2nd Tuesdays (5 hours of instruction each day)
- Presented by Court and Clerk's Office managers and supervisors
- Handouts with sample forms and practice tips
- Attorneys earn WSBA-approved CLE credits
- Tuition = **\$100.00** for up to 10 CLE credits

**Clerk's Office Processes,  
Electronic Filing, Electronic  
Records, Arbitration, Family  
Court Services, and more**

[www.metrokc.gov/kcsccl/CLE](http://www.metrokc.gov/kcsccl/CLE)

# OVERVIEW OF THE COURSE OF INSTRUCTION

## 1ST DAY

### OVERVIEW / E-FILING

Begin with an overview of the Clerk's Office, its mission and its organization. Learn the basics of Electronic Filing, a new service.

### CASE / DOCUMENT PROCESSING

Case Processing, Auditing, and Electronic Document Processing sections are the heart of the Clerk's systems for managing cases, data, and documents. Learn how cases are filed and how documents are prepared for the electronic court record. Learn key procedures, rules, and practice tips to help you with case initiation, ongoing case management, and use of data in the state SCOMIS system.

### FINANCE / JUDGMENTS

Learn the Clerk's role in financial management and the Registry of the Court. Find out about case initiation, filing and payments. Hear about key financial processes, including the Clerk's Trust Fund, disbursements, accounting, and cashiering. Practice tips include pointers about key statutes, investment accounts, and procedures for civil judgments and garnishments. Commitment and release processes for criminal defendants and criminal judgments are also covered.



### RECORDS SERVICES

Find out how to access court records, including electronic case files. Pick up helpful tips, including techniques and sources for researching court case records and for locating needed forms. Find out how to access recorded court proceedings, exhibits, and sealed records. Find out about fee-based services such as fax filing and processing agreed mailed orders through *Ex Parte*. See first-hand how the Clerk's Office helps people obtain domestic violence and anti-harassment protection orders.

## 2ND DAY

### ARBITRATION DEPARTMENT

The manager of Superior Court's Arbitration Department explains how cases subject to arbitration are set, assigned for hearing, and tracked.

### FAMILY COURT SERVICES

Review services provided in Family Court, particularly how cases are handled for contested custody/visitation matters. Learn about processes for custody/visitation, mediation/investigation, domestic violence assessment, and independent adoption studies.

### EX PARTE DEPARTMENT

Learn about *Ex Parte*, get practice tips, forms, and insights on working effectively with staff and commissioners. A handbook provides useful information, examples, and suggestions.

### COURT SERVICES

Learn how caseload information is provided to Superior Court judges and administration. Review the duties performed by the courtroom clerks. See the Clerk's Web site ([www.metrokc.gov/kcsccl](http://www.metrokc.gov/kcsccl)) and how to use it effectively. Review procedures for designating Clerk's Papers for appeals. See the Exhibit Room and how to access court exhibits.

### CLERK'S INITIATIVES / EVALUATION

The concluding session includes an overview by the Deputy Director about the technology and program changes being planned or developed. You will be asked, before concluding, to take a moment to share reactions, criticisms, and suggestions about any DJA processes or services. An evaluation form provides another method for sharing your ideas with the Clerk's Office. The department and the court are very interested in your evaluations and appreciate the comments and suggestions you may have to share.

## EXTRAS

### OFFICE TOUR

A brief optional tour of the Clerk's Office in the downtown courthouse is available on the first day of the workshop.

### OTHER COURT LOCATIONS

Participants may request to see the Regional Justice Center or of the Juvenile Clerk's Office. This is scheduled with the respective managers.

3/16/05

The CLE is held in the King County Courthouse in downtown Seattle. Pay tuition by check payable to "King County Clerk" and delivered to "CLE Coordinator, King County Department of Judicial Administration, 516 Third Avenue, MS:KCC-JA-0609, Seattle, WA 98104." Tuition cannot be refunded.